

**UPPER MACUNGIE TOWNSHIP
PARKS AND RECREATION BOARD
Monthly Meeting Minutes
January 2016**

The monthly meeting for the Upper Macungie Township Recreation Board was held on January 28, 2016 at the Upper Macungie Township building. The following Recreation Board members were present: Chairman, Dave Kentner; Vice Chair, April Navarro; Secretary, Katie Shade; Jim Adams; Jocelyn Pattishall; and Stephanie Rauch-Mannino. Also present at the meeting: Supervisor Jim Brunell; Parks Team Leader Jim Soltis; Recreation and Events Coordinator Lynn Pigliacampi; Dean Haas and Eric Erb from Keystone Consulting Engineers; and resident Steve Hoag.

Dave called the meeting to order at 7:05 pm. All present were asked to join him in the Pledge of Allegiance to the Flag of the United States.

A motion was made by Jim Adams and seconded by April to approve the November 2015 meeting minutes. All were in favor.

PUBLIC COMMENT

Steve Hoag from Twin Pond Group, practitioners of integrated health, presented to the Board. Twin Pond Group is looking to have presentation space and reach new audiences. He has a proposal for a forum on weight loss and previously spoke with Lynn. They picked Thursday, March 10th at 7:00 PM at Independent Park. There will be three presenters with different backgrounds and approaches. Jocelyn asked when the next newsletter will be published and Lynn said it would be published soon. Jim Brunell would rather have Twin Ponds Group rent the space because of the liability. Mr. Hoag said they would probably would not rent the space. They want a partnership with the Township for advertising, etc. Jim Brunell asked Lynn to take it to the other two supervisors and he will discuss it with Attorney Schantz. Lynn wasn't been here for their previous proposals. Lynn will talk with Mr. Hoag further.

ANNUAL REORGANIZATION

Election of Recreation Board Chairperson

Dave nominated himself. April seconded. All in favor.

Election of Recreation Board Vice-Chairperson

April nominated herself. Katie seconded. All in favor.

Election of Recreation Board Secretary

Katie nominated herself. April seconded. All in favor.

RECREATION BOARD APPLICANTS

Dave reminded the Board that we have multiple candidates to fill one position. Lynn said that Mr. Earley is still on the Sewer Board. Katie said that two applicants are new. Dave asked how soon we have to decide. Jocelyn believed as soon as possible. Jim Soltis knows of Heather Kramer; she advertises her real estate business at the Movies in the Park. Stephanie noted Ms. Kramer's marketing background. Lynn agreed that would be helpful. Dave suggested that we invite them to the next meeting. Jim Adams also requested that we have two questions for them to answer. Stephanie did not want to exclude Michael. We will ask them to come to our February 25 meeting.

REPORTS

Community Programs Scheduled

Adult Volleyball

This program began on September 15, 2015 and continues to March 29, 2016 at Fogelsville Elementary School on Tuesdays from 8:00 to 10:00 PM.

Adult Basketball

This program ended on November 19, 2015. Sessions were held at Jaindl Elementary School on Thursdays from 6:30 to 8:30 PM. Brian emailed Katie that they will have a spring session, March 31st to June 9th also from 6:30 to 8:30 PM.

Frosty Holiday Show

This program was held on December 4, 2015 at Independent Park from 6:00 to 8:00 PM. Giggle Magic's fee is \$295. We collected \$510 in registration fees and made \$50 in concessions, for a profit of \$265. Over 100 people attended. Barry is an excellent Santa's helper.

Resume Workshop

This program will be held on February 6 at Independent Park from 9:00 to 11:30 AM. Lynn is trying new winter programs. But this one came up in between newsletters. The instructor is Lynn's former co-worker. We have received no registration. Lynn would like to do something like this again when we have time to advertise. Lynn was going to wait until next Wednesday to cancel. The Board decided to cancel this program immediately.

Interior Design

This program will be held from March 1 to 22 at Independent Park on Tuesdays from 6:00 to 8:00 PM. Lynn is promoting this now. April got the instructor's email advertising the program. April would like to attend, but doesn't have her schedule yet. Lynn is trying to find Valerie's list of contacts from last year. Lynn has been keeping track of all emails from registrations.

Hippity Hoppity Show

This event will be held on March 11 at Independent Park at 6:30 PM. The entertainment will be provided by Giggle Magic. This event will follow same format as the Holiday Show. Stephanie from UMT Fire used to run the egg hunt. It just stopped a few years ago. Lynn thought we could run an egg hunt with this program starting next year. Jocelyn asked if the children would have to return the eggs. Lynn said maybe. We wouldn't have to stuff the eggs then. We could spray paint a few gold as prize winners.

Organizational Crash Course

This program will be held on March 29 at Independent Park from 6:00 to 9:00 PM. This program has the same instructor from Interior Design. Lynn is going to promote both together and this one at Interior Design.

Movies in the Park

This program will be held on June 17 at Lone Lane Park, at Breinigsville Park on July 8, and at Grange Road Park on August 5. Pre-show activities begin at 7:00 PM each night. Lynn raised the sponsorship levels. Jocelyn suggested that the Board pick movies over email. Lynn said the Board can do that. If the Board wants to add a fourth movie, maybe we could show a romantic comedy for a "date night" event. Jim Adams suggested a drive in. Jim Soltis had another idea for the sponsors: hanging their banner(s) at the bottom of the screen. Jim Adams brought up the issue of refreshments because there was very little at Lone Lane and Breinigsville. He suggested bringing in food trucks. Lynn asked Dave if SPYA is committed to running the stand at Grange. Jim Soltis said that yes, SPYA has the stand for Movies. Lynn could request the Coke trailer. Jocelyn said if we are opening up Lone Lane and Breinigsville to Station 56 or B-Vets, we should set the menu. Dave noted that if Station 56 doesn't want Lone Lane, SPYA baseball could do this. Jim Soltis said that Station 56 or B-Vets have never donated a portion of their proceeds in the past. Only Kona Ice donates back. Lynn will request Coke trailer from the Supervisors. Jim Soltis reminded Lynn to make sure the fire dept. doesn't want to do it before she asks the Supervisors for use of the Coke trailer.

Barktoberfest

This event will be held on October 8 at Upper Macungie Park from 11:00 AM to 3:00 PM. Lynn is raising the sponsorship fees about \$100 and updating the forms. She's trying not to scare the sponsors though by raising the fees drastically.

5K

This event will be held on October 23 (tentatively) at Lone Lane Park from 9:00 AM to 12:00 PM. Jim Adams thinks we will lose participants in we delay until 2017. Lynn thinks we can advertise in newsletter to make sure everyone's aware of the date change. April noted that spring is busy and that we need better marketing. Jim Adams wondered how to market this event. Lynn reminded the Board that Pretzel City neglected to send their email as scheduled; that had to hurt. She could help more if it wasn't in the fall. Jocelyn noted that we have two big events in the fall: Barktoberfest and the 5K. Lynn suggested simplifying the 5K and maybe eliminating the raffle. April said that we could ditch the

scoring and make it a fun run. Stephanie suggested adding kids' runs. For fundraising, Lynn suggested a joint mailing with Barktoberfest. Jocelyn, Katie, and Lynn will talk through the planning.

Proposed/New

Disc Golf

This program will be held in spring at Upper Macungie Park.

Music in the Park

This program will be held in summer 2016.

Good Shepherd 5K

This event will be held in September 2016 at Lone Lane Park.

UNFINISHED BUSINESS

Opening Independent Park Community Center to non-residents

The Board tabled this until next meeting.

NEW BUSINESS

UMT ad hoc committee

Dean explained that the CIP from 2007 showed a future need for a recreation center. Lynn said that the Supervisors put together an informal committee for the community center that we hope will be built. There is some money already set aside.

1. Jocelyn moved to recommend the steering committee. Jim Adams seconded. Dave, Jim, Jocelyn, Katie and Stephanie were in favor. April abstained.
2. Katie moved to have the Board of Supervisors review the committee's Wish List. Dave seconded. All in favor.

Bald eagle nest

The PA Game Commission contacted Jim Soltis. The first bald eagles' nest in our Township is on Dorney Road in Breinigsville.

OTHER BUSINESS

Independent Park Community Center rental and building update

In **December 2015**, there were 9 rentals totaling \$2,615. 2 events count as bookings but weren't charged: the Holiday Show and an event hosted by the library.

In **December 2014**, there were 4 rentals totaling \$1,940.

In **January 2016**, there were 3 rentals totaling \$1,900.
In **January 2015**, there were 4 rentals totaling \$1,450.

UMT Recreation fund balance \$_,__,_.__
Lynn did not receive the fund balance this month.

Friends of Upper Macungie Parks and Recreation, Inc. fund balance \$_,__,_.__
Lynn did not receive the fund balance this month.

Park and Grant updates

Dean and Eric discussed the current and new grants. Eric brought a support form for the Hamilton Boulevard bike lanes. The grant application is due February 5. Dean told the Board that we already have permits for this project. Eric will send Lynn the form. The bike lanes will go from Weilers Road to Lower Macungie Road, 1.65 miles long. Approved by PennDOT, this grant would fund it for the Township. Scott Faust extended the project up to the Velodrome. This could be done in 2-3 years. April asked why the Township has to fund this project if it's a state road. Jim Brunell asked if there would be widening done. Eric said that when they repaved Hamilton Boulevard. Jocelyn said that her daughter rides with her friends and the truck drivers throw trash at them, so she fully supports this project. Eric said that Keystone does a clean up on Hamilton Boulevard and people throw trash while they're cleaning. Dean said they only announced this fund a month and a half ago. Dave said we can post this to SPYA, etc. if we have the electronic copy. Eric will send the electronic copy to Lynn on Monday. Jim Brunell asked if a certain number of support forms were needed. Eric said as many as possible.

Eric distributed a chart of current grants and those applied for/will apply for. The state budget is holding up grant notifications. We are working on a pathways grant for Breinigsville to Breinigsville Park II to Trexler Fields (Grant #2). We are specifically working on the Highway Occupancy Permit for signaling, a yellow flashing light to stop traffic. We applied for a bridge that will increase flow through the paths and cross Breinigsville Road. Grants 3 and 4 are really the same grant but directed to two different agencies. We're starting Phase II of Grange Road Park. We applied for a concession stand and roadway in the back part of the park. We are applying for a grant for trails in a park that doesn't exist. Grant #1 is for the bridges that will connect Breinigsville and follow the old Allentown railroad bed. We are considering a fiberglass bridge that looks like an old railroad track. The bridge would be in the back of Breinigsville Park. April asked about the overhead clearance. Eric said the existing railroad bed is higher; Breinigsville may have to be raised. They are hoping to do Hassan Creek in the summer to prevent further erosion. In addition, we will be putting the splash park out for bid. We will extend the roadway and parking lots at Grange Road Park. Jim Soltis asked which of these will happen first. Eric said the bid documents for the splash park should be ready next week. Then the waterline extension could be completed by June. They are hoping to do pathways this year but need the park built too.

Dean said we are pursuing the parking lots and splash park. We sent drawings and construction specifications to the federal branch of DCNR. Jim Adams asked if this was a standard design. Dean said yes. The waiver was an issue and that's being resolved. The drawings will get us to the corner. Spray irrigation will account for the new impervious surfaces. These plans were submitted to Lehigh County conservation district. We're hoping to bid in March and build in the spring. Jim Brunell asked if there will be lighting in the parking lot. Dean replied that there would not be. We checked with PPL. Jim Brunell thought the pumping equipment on the splash park is bigger. He believes we may need to decrease the size and increase the number of pumps. There is 200 amp electrical service to the concession stand. There is a transformer outside the park, metered at the entrance. Jim Brunell gave an explanation of government contracting. Dave asked if there would be fencing around the splash park and Dean replied that there would be. Eric said it would be a 4 foot high fence. Eric suggested that someone from the township would have to be at the main entrance, although we don't have that in the grant. Dean said we're going to have rules. Jocelyn asked if we should start talking about the splash park rules in February. Jim Brunell would like us to do so. He also asked Lynn to research whether we have budgeted for summer help seven days a week. Dean spoke with Kathy Rader and Alex from DCNR. We can charge and charge more for non-residents. But we need some way to police it, perhaps a card at a turnstile. Eric said the water wouldn't be on constantly and would recirculate. Residents could rent the splash park for a party. Jim Brunell would like someone to tally the cost of an individual or card access for the splash park and the recycling center. Jim Soltis and Lynn discussed making Pavilion 2 un-rentable unless you rent the splash park. Jim Brunell said cards could also be used at Independent Park. We'd charge one-time fee for the card. The cards would record usages and Lynn could check from her desk. Eric also mentioned video cameras. Jim Brunell asked Dean to put a proposal together for video cameras at the splash park. Dean will do so, and there are cameras at the concession stand now.

Updates from Lynn: none.

PUBLIC COMMENT: none.

ADJOURNMENT

A motion was made at 9:25 by Dave and seconded by Jocelyn to adjourn the meeting, and all were in agreement. Next month's meeting is scheduled for February 25, 2016 at 7:00pm at the Township building.

Dave Kentner, Chairman
UMT Parks and Recreation Board